

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** Secretary (Salary: \$2686-\$3265)  
**Will Also Consider:** Office Technician (Typing) (Salary: \$2686-\$3264)

**Tenure/Time Base:** Permanent, Full-time

**Location:** California Dept. Of Veterans Affairs  
 800 Bringham Ave., West Los Angeles, CA 90049  
 Temporary (Approx. 2 yrs.) office at: 6150 Van Nuys Bl #305 Van Nuys, CA 91401

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

## Duties and Responsibilities:

Under the general direction of the Assistant Hospital Administrator:

- Assume responsibility for detailed administrative assignments as delegated by the Assistant Hospital Administrator. Prepare correspondence for signature of the Assistant Hospital Administrator. Type a variety of reports, letters, bulletins, memos, etc., for the Veterans' Home, utilizing a wide knowledge of vocabulary, grammar and spelling. Respond to or route a wide variety of telephone calls from Veterans' organizations, other Veterans' Home staff and members of the public responding to general questions regarding the Veterans' Home and its programs, with courtesy and tact.
- Use considerable judgment in providing factual information in response to numerous inquiries; establish and maintain confidential and administrative files and prepare summaries of data pertinent to the work of the Assistant Hospital Administrator and the office.
- Maintain appointment calendar, arrange meetings, prepare agenda and make adjustments in scheduled meeting times for the Assistant Hospital Administrator as necessary. Make travel arrangements, prepare itineraries and prepare and submit travel claims to Accounting Office. Analyze situations accurately and take effective action.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
 Human Resources Division  
 1227 "O" Street, Room 404  
 Sacramento, CA 95814

**Attn: Jacque Ruiz, M80#029G 08/09**

## Inquiries:

Voice: (916) 653-2535  
 TDD: (916) 653-1966

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#029G-08/09 on your application.

**Final Filing Date:** Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 9.25.08